

Information Technology Resource Management Council (ITRMC)  
**Access Idaho Steering Committee**

**Meeting Minutes**

(Approved by Committee May 22, 2003)

**April 24, 2003**

The Access Idaho Steering Committee monthly meeting was held on Thursday, April 24, 2003, from 1:35 to 2:25 p.m., in the Basement Conference Room of the LBJ Building, Boise, Idaho.

**CALL TO ORDER, WELCOME**

Chairman **Bill Farnsworth**, who welcomed members and others in attendance, called the meeting to order.

**ATTENDANCE**

**Members Present:**

Bill Farnsworth, ITRMC Staff  
Susan Simmons, Idaho Transportation Dept.  
Rob Spofford, Department of Water Resources  
Jeff Walker, Access Idaho  
\*Brett Richard, Department of Labor

**Absent Members:**

Chuck Goodenough, Secretary of State's Office  
Mark Little, Division of Purchasing  
John McAllister, Department of Labor

\*Designate

**Others Present:**

Jon Eckerle, Department of Administration  
Rich Elwood, ITRMC Staff

Emily Gales, ITRMC Staff  
Rich Steckler, Access Idaho

**STATE AGENCY APPLICATIONS DOWN**

Chairman Farnsworth informed those present that on Sunday, April 27, there would be a **major disruption in service** to applications housed on the State's network. Many of these State agency applications were linked from accessidaho.org. Information regarding the interruption in service would be posted on the State homepage. This issue was discussed further.

**MOTION:** Spofford moved and Farnsworth seconded a motion to approve the March 20, 2003, Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

**REPORT FROM ACCESS IDAHO**

**Jeff Walker**, Access Idaho, reviewed the Access Idaho **General Manager's (GM) Report**. (Refer to handout: <http://www2.state.id.us/itrmc/committees/accessidaho/mar03gmreport.pdf>.)

**Discussion**

When discussing the promotion of online filing of unemployment insurance (UI) taxes, Walker advised of an effort to **improve funds collection** for the application.

Per Walker, two new Idaho Transportation Department service level agreement (SLA) addendums would be introduced for review and approval at the next Steering Committee meeting. Details of the agreements were talked about briefly.

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Chairman Farnsworth spoke on State agency use of the **Access Idaho calendar** (<http://www.accessidaho.org/public/portal/calendar.html>). The statewide calendar was functional and user-friendly, and training on its use would be available this summer and conducted by Rich Steckler, Access Idaho's Marketing Director, in the Department of Administration training room.

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In June 2003, a small group would be put together for a feasibility study regarding the establishment of a "**State store**." (For more information, go to: [http://www.accessidaho.org/ai/min\\_3\\_03.pdf](http://www.accessidaho.org/ai/min_3_03.pdf).) There was some discussion on the payment piece of such a site. If a "State store" were developed, Access Idaho would need to revise its billing system to accommodate certain types of transactions, said Walker. **Brett Richard**, Department of Labor, asked that Labor be targeted to participate in implementation of the **conference registration component**, if built.

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Walker then reviewed a **quarterly financial report** with those present.

## **REVIEW OF SERVICE LEVEL AGREEMENT**

### **State Tax Commission Service Level Agreement (SLA), 1<sup>st</sup> Amendment to Addendum A**

Details of the First Amendment to Addendum A to the State Tax Commission SLA were discussed briefly.

**MOTION:** Spofford moved and Simmons seconded a motion to approve the First Amendment to Addendum A to the State Tax Commission SLA, and the motion passed unanimously.

## **NEW BUSINESS / ADJOURNMENT**

Chairman Farnsworth advised there would be an ITRMC **Webmasters Committee meeting** held this spring. Access Idaho staff would be involved, and perhaps University of Idaho staff, as well.

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An ITRMC policy was being developed regarding the '**.gov**' domain. Per Farnsworth, most State agencies supported use of the domain. There was some discussion on this issue. Richard expressed the Department of Labor's strong opposition to the use of the '**.gov**' domain, as the Department had registered the 'jobservice.us' domain for branding purposes. Chairman Farnsworth advised any agency could apply for an exemption under ITRMC IT Policy 1010

(<http://www2.state.id.us/itrmc/plan&policies/policies.htm#1010>). The ITRMC Staff envisioned a three-year timeline for agency compliance, rather than the typical two-year timeline on ITRMC policies and standards.

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At the request of Rob Spofford, Department of Water Resources, it was agreed that, **beginning in May 2003, Access Idaho Steering Committee meetings would be held on the fourth Thursday of every month**, rather than the third Thursday.

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As there was no other business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 2:25 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, May 22, 2003, from 1:30 - 3:00 p.m. at Access Idaho, 999 Main Street, Suite 910, Boise.

Respectfully submitted,

Emily Gales, ITRMC Assistant